

FAMILY DIVISION / FAMILY SERVICES GRANTS GUIDELINES FOR GRANT RECIPIENTS

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**Department of Family Administration
Administrative Office of the Courts
Maryland Judicial Center
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401**

FAMILY DIVISION / FAMILY SERVICES GRANTS
GUIDELINES FOR GRANT RECIPIENT

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**DEPARTMENT OF FAMILY ADMINISTRATION
FAMILY DIVISION / FAMILY SERVICES GRANTS
GUIDELINES FOR GRANT RECIPIENTS**

The Maryland Judiciary receives state funding each year to enhance the circuit courts' ability to provide a fair and efficient forum for resolving domestic and juvenile matters. The Administrative Office of the Courts (AOC), through its Department of Family Administration (DFA) administers the grants designed to improve the management of family law cases and support a spectrum of services to families involved in the legal system. The DFA solicits applications each year through Notices of Funding Availability (NOFAs).

1. Types of Grants Available

The DFA is offering four types of grants in Fiscal Year 2007: Circuit Court Jurisdictional Grants, Special Project Grants, Permanency/Termination of Parental Rights (TPR) Grants; and the Court-Appointed Special Advocate (CASA) grants. This guideline explains the application processes for all four types of grants.

1.1 Circuit Court Jurisdictional Grants

Circuit Court Jurisdictional Grants are designed to establish and maintain family divisions within Maryland's larger circuit courts and to support family services programs within the smaller circuit courts. They are intended to assist the circuit courts in fulfilling the mandate of Maryland Rule 16-204. They are *not* intended to supplant existing services offered by the circuit courts, nor are they intended to support basic operational costs for the courts. Insofar as these funds are utilized to create new positions and new programs, grantees may be expended a reasonable amount on one-time costs (e.g., to purchase a computer for a new employee) or operational costs that otherwise would not be supported by the court. See Section 3.1 for information on the application process.

1.2 Special Project Grants

Special Project Grants support programs designed to enhance the experience of families and children involved with Maryland's legal system. Special Project applicants may request funding for positions, programs, brochures, surveys or studies. See Section 10 for information on the application process.

1.3 Permanency/Termination of Parental Rights (TPR) Grants (Foster Care Court Improvement Project)

The Foster Care Court Improvement Project (FCCIP) within the Department of Family Administration receives funds to further the initiatives outlined in the Administrative Office of the Courts' 2001 TPR Plan of Action. They are intended to enhance the juvenile courts' and other stakeholders' efforts to ensure permanency for children involved in Child In Need of Assistance (CINA), and related termination of parental rights (TPR) and adoption proceedings. See Section 11 for information on the application process.

1.4 CASA Grants

State and local CASA programs serve abused and neglected children who are involved in CINA and related cases in the juvenile courts. These grants support programs that provide volunteers

whose primary purpose is to ensure that children who are the subject of a CINA proceeding are provided with appropriate services and case planning that is in their best interest. See Section 12 for information on the application process.

2. Other Funds

Grantees are encouraged to seek additional funding for family division activities and programs from sources other than the grants described above. Local county governments that support the regular activities of the circuit court will continue to provide funding for existing positions. They also may be called upon to support new positions or programs to advance the courts' family law initiatives. Circuit courts may also pursue other governmental and private grants for family divisions and family services programs.

As described in Section 9.2, in some instances circuit courts are empowered to charge fees to the litigants for specific services. If permitted, those funds may be used to offset the cost of existing programs or to subsidize other family division / family services activities.

3. FUNDING CYCLE

The DFA awards grants on the state's fiscal year cycle. Grants awarded for Fiscal Year 2007 will support family and juvenile program needs from July 1, 2006 through June 30, 2007.

Circuit Court Jurisdictional Grants. The DFA makes award decisions after the close of the General Assembly's Legislative Session and before July 1. Each county administrative judge will be notified of the amount of the grant via a letter from the Chief Judge of the Court of Appeals in June, immediately preceding the commencement of the fiscal year.

All Other Grants. The DFA makes all other grant award decisions on a timeline established in the respective NOFA.

3.1 Circuit Court Jurisdictional Budget Requests

All Circuit Court Jurisdictional Grant applicants must project their program needs for two years. They must have forwarded a proposed budget request for Fiscal Year 2007 in July 2005. Grantees must submit their projected budgets for Fiscal Year 2008 by July 15, 2006. Once the DFA receives the budget requests, the DFA will review all budgetary and programmatic information and determine the level of funding to be appropriated for each court. Additional funds may not be available for unanticipated needs during the course of the fiscal year.

NOTE: Circuit Court Jurisdictional Grant recipients may *not* apply for Special Project Grants. In addition, Permanency Grants will not be awarded to Circuit Court Jurisdictional Grantees for more than two consecutive years. As of July 15, 2006, Circuit Court Jurisdictional Grantees that received Permanency Grants in the past must submit requests for continuation funding in their Jurisdictional Grant budgets if they wish to continue these programs or services.

Each county administrative judge will be informed of the amount of the family division / family services grant via a letter from the Chief Judge of the Court of Appeals in June, immediately preceding the commencement of the fiscal year that the funding supports.

3.2 Other Grants Budget Requests.

The requirements for budget requests submitted in connection with other grant programs are explained in the NOFA for each. See Section 10 for information on the Special Project Grant application process, Section 11 for information on the TPR/Permanency Grant application process, and Section 12 for information on the CASA Grant process.

3.3 Mid-Year Grant Requests. The DFA reserves the right to make mid-year grants upon request and upon availability of funds. Requests may be submitted in response to a Notice of Funding Availability (NOFA), if distributed mid-year, or upon consultation with DFA staff. Grantees may use the mid-year request grant procedure to request funding for positions or programs which were not anticipated in their original budget request.

3.4 Distribution of Funds

In general, the DFA will distribute all grants on a quarterly basis on approximately the following schedule:

First Payment: July 1
Second Payment: October 1
Third Payment: January 1
Fourth Payment: April 1

The DFA will determine the amount of each payment, in consultation with the grantees. Payments do not necessarily need to be in equal installments. **NOTE:** The total disbursement should include any authorized rollover amounts from prior year awards.

The DFA will withhold payments in the event that the jurisdiction or other grantee has failed to comply with the grant requirements specified below, or if those reports reflect that a jurisdiction or grantee has failed to expend funds previously distributed within a reasonable time period.

Unspent Grant Funds

Grantees must project unspent or unobligated grant funds no later than May 15, 2007. Beginning in FY 2007, grantees must expend all grant funds by the end of the fiscal year in which they are awarded or return them within 45 days after the end of the fiscal year. Under limited circumstances and upon approval of DFA staff, grantees may be authorized to rollover prior year grant funds into the next fiscal year.

Identifying Fund Recipients for Grantees. When Circuit Court Jurisdictional Grantees are notified of their grant award, each administrative judge will be asked to identify the person or entity to whom payments should be made and the address to which the payment should be mailed. All other grantees will be asked to identify the person or entity to whom payments should be made and the address to which the payment should be mailed.

3.5 Adjusted Budgets

Once Circuit Court Jurisdictional Grantees are notified of the amounts of their awards, each will be required to submit a revised budget, reflecting a spending plan based on the actual amount awarded. Each jurisdiction will be held accountable for complying with this revised budget through

the quarterly reporting process, described in Section 5.1.1.

All other grantees may be asked to submit an adjusted budget if the amount awarded did not equal the amount requested, or otherwise upon request of the DFA.

3.6 Mid-Year Budget Modifications

Grantees may make minor adjustments to budgets during the course of the fiscal year without prior approval. Any modifications which would result in a deviation of 10% of the overall budget, or \$25,000, whichever is lower, or any commitments such as a new position or contract which is likely to impact future fiscal years, must be approved in advance by the DFA. Grantees must submit modification requests in writing using the appropriate form provided in Section 9 for Jurisdictional grants, Section 10 for Special Project grants, Section 11 for TPR/Permanency grants, and Section 12 for CASA grants.

Expenditures that do not comply with the adjusted or approved budget will not be authorized until the DFA staff signs and returns a copy of the approved budget modification form to the grantee.

4. ACCOUNTING REQUIREMENTS

4.1 Establishing Revenue and Expenditure Accounts

Each grantee must maintain records of its financial transactions and accounts in accordance with generally accepted accounting principles.

Each Circuit Court Jurisdictional Grantee must work closely with its local county or city government to establish appropriate accounting practices to monitor grant funds awarded through this program. Family divisions shall follow the general accounting principles used by the local county or city government. Each circuit court must establish a separate revenue account into which family division / family services funds must be deposited. Each circuit court must likewise establish a separate expenditure account to which family division / family services expenditures must be charged. Each circuit court is responsible for periodic (i.e., monthly) monitoring of these accounts to ensure that grant funds are credited and charged appropriately. Grant funds shall not be commingled with or revert to general county or city funds.

4.2 Personnel and Payroll Records

Each Circuit Court Jurisdictional Grantee must follow local county payroll, personnel, and time and attendance procedures for each position supported by its grants.

All other grantees must follow their regular payroll, personnel, and time and attendance policies for each position provided for by these grants.

Upon request, grantees must provide a copy of those policies to the DFA.

4.3 Procurement

Each Circuit Court Jurisdictional Grantee must follow local county procurement policies in expending grant funds.

All other grantees must abide by their regular procurement and financial policies in expending grant funds.

Upon request, grantees must provide a copy of these policies to the DFA.

4.4 Reconciliation with County/City Records

Each jurisdiction is responsible for periodic (i.e., monthly) monitoring of county/city records regarding family division / family services grant funds. The administrative judge or a designated staff person should receive monthly expenditure reports and reconcile family division records with those of the county to ensure accuracy.

4.5 Management Reviews and Audits

Grant recipients may be subject to periodic management reviews or audits.

5. REPORTING REQUIREMENTS

The DFA will not accept faxed or e-mailed reports. Only hard copies with the original signatures will be accepted. Reports must be complete when submitted. Partial reports will not be accepted.

5.1 Quarterly Reports

5.1.1 Circuit Court Jurisdictional Grantees

Each grantee must submit a Jurisdictional Grant Quarterly Report using the format provided in Section 9. Quarterly Reports are due (postmarked) no later than 45 days after the close of the quarter based on the following schedule:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (Jul 1 thru Sep 30)	November 15
2 nd Quarter (Oct 1 thru Dec 31)	February 15
3 rd Quarter (Jan 1 thru Mar 31)	May 15
4 th Quarter (Apr 1 thru Jun 30)	August 15

All reports must be submitted in the format provided. Printouts from county or city accounting reports will *not* be acceptable in lieu of the form provided.

Circuit Court Jurisdictional Grantees should use the Statistical Reporting Forms designed for pro se assistance projects and co-parenting educational seminars to gather data required for inclusion in the quarterly report. See Section 9.

Information collected from the quarterly reports will be used to monitor funded programs and assist the Department of Family Administration in determining if the program is meeting its stated goals and objectives. The Administrative Office of the Courts reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

Failure to submit timely quarterly reports will result in a delay of grant payments or in the termination of the grant.

5.1.2 Special Project Grantees

Each special project grantee must submit a Special Project Grant Quarterly Report using the format provided in Section 10. Quarterly Reports are due (postmarked) no later than 15 days after the close of the quarter based on the following schedule: (Please note the reduction in time for filing the quarterly reports)

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (Jul 1 thru Sep 30)	October 15
2 nd Quarter (Oct 1 thru Dec 31)	January 15
3 rd Quarter (Jan 1 thru Mar 31)	April 15
4 th Quarter (Apr 1 thru Jun 30)	July 15

All reports must be submitted in the format provided. Failure to submit timely quarterly reports will result in a delay of grant payments or in the termination of the grant.

Circuit Court Jurisdictional Grantees should use the Statistical Reporting Forms designed for the self-help programs and co-parenting educational seminars to gather data required for inclusion in the quarterly report. See Section 9 for report forms.

Information collected from the quarterly reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. The DFA reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

5.1.3 TPR/Permanency Grantees

Each TPR/Permanency grantee must submit a FCCIP TPR/Permanency Grant Quarterly Report using the format provided in Section 11. Quarterly Reports are due (postmarked) no later than 15 days after the close of the quarter based on the following schedule:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (Jul 1 thru Sep 30)	October 15
2 nd Quarter (Oct 1 thru Dec 31)	January 15
3 rd Quarter (Jan 1 thru Mar 31)	April 15
4 th Quarter (Apr 1 thru Jun 30)	July 15

All reports must be submitted in the format provided. Failure to submit timely quarterly reports will result in a delay of grant payments or in the termination of the grant.

Information collected from the quarterly reports will be used to monitor funded programs and assist the FCCIP/DFA in determining if the program is meeting its stated goals and objectives. The DFA reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

5.1.4 CASA Grantees

Each CASA grantee must submit a CASA Grant Quarterly Report using the format provided in Section 12. Quarterly Reports must include expenditure, program or narrative, as well as statistical

reports. Quarterly Reports are due (postmarked) no later than 15 days after the close of the quarter based on the following schedule:

<u>Reporting Period</u>	<u>Report Due Date</u>
1 st Quarter (Jul 1 thru Sep 30)	October 15
2 nd Quarter (Oct 1 thru Dec 31)	January 15
3 rd Quarter (Jan 1 thru Mar 31)	April 15
4 th Quarter (Apr 1 thru Jun 30)	July 15

Failure to submit timely quarterly reports will result in a delay of grant payments or in the termination of the grant.

5.2 Annual Reports

5.2.1 Circuit Court Jurisdictional Grantees

In accordance with Maryland Rule 16-204, the county administrative judge shall prepare and submit to the Chief Judge of the Court of Appeals, no later than October 15 of each year, a written report that includes a description of family support services needed by that court, a fiscal note that estimates the cost of those services for the following year, and an estimate of the fiscal needs of the Clerk of the Circuit Court arising from new family division / family services programs and initiatives. This report should take the form of an annual report of the family division or family services program and should also include a summary of existing programs and activities of the family division / family services program. A copy of the report must be provided to the DFA.

NOTE: Although Maryland Rule 16-204 specifies that this report is to include a fiscal note, any budget requests for the following year must be made by July 15, as indicated in Section 3.1 above. Budget requests which are presented for the first time in this fiscal note will not be considered.

5.2.2 CASA Grantees

Local CASA grantees must submit an annual report to Maryland CASA no later than July 15, 2007. Maryland CASA must submit a combined statewide report to the DFA no later than August 1, 2007. All reports must be submitted in the format provided.

Information collected from the reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. The DFA reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

6. Site Visits

All grantees may be subject to site visits by DFA staff or Department designees. Site visits will be designed to ensure compliance with the grant guidelines and evaluate grantees in light of their stated objectives as well as the *Performance Standards and Measures for Maryland's Family Divisions*.

7. NEW POSITIONS AND PROGRAMS

All new positions and programs must commence within 90 days of the beginning of the fiscal year or other projected start date as indicated in the grantee's budget. If the project is not operational within that time frame, the grantee must report to the DFA the steps taken to initiate the project, the

reason for delay, and the expected start date. Failure to implement new positions or projects within this 90 day period or to obtain an extension from the DFA may result in a cancellation or delay of fund distribution. Extensions for delays must be submitted within the 90 day timeframe.

8. PROGRAM INFORMATION

All grantees must inform the DFA within 15 days of any changes in key program personnel, program activities, program name, address or other contact information.

Grantees must submit organizational information including program brochures, policies, by-laws, articles of incorporation, and other materials upon request to the DFA.

9. Requirements for Jurisdictional Grantees Only

9.1 Other Reports

Each Circuit Court Jurisdictional Grantee also will be periodically required to conduct surveys or record reviews and submit the results to the DFA to ensure compliance with performance standards established for the family divisions and family services programs.

9.2 Fees

If authorized by law, individual litigants may be levied a fee for services provided by or through the circuit court family division or family services program. Fees may be made payable to the court or to an individual service provider such as a mediator or parent educator. Prior to levying fees, the circuit court must establish written procedures for collecting and accounting for such fees, and for providing for fee waivers to those of limited financial means. A copy of the written procedures must be submitted to the DFA upon request.

9.3 Accounts Receivable

Each Circuit Court Jurisdictional Grantee shall establish a formal system for collecting fees and for monitoring accounts receivable. The court shall establish a cooperative relationship with the Office of the Clerk to collect fees charged for family services. The administrative judge is required to report to the DFA on all fees levied for family law related services, whether those fees have been paid, and where those fees have been deposited or to whom they have been paid.

9.3.1 Fees Due the Court. When litigants have been ordered to pay a fee to the court, the court shall ensure that court-ordered fees have been paid in a timely fashion and shall establish a procedure for collecting unpaid fees. The court shall also establish a procedure and timeline for placing accounts in inactive status for uncollectible debts. If the fee is for a service provided by a Circuit Court Jurisdictional Grant, the fee shall be deposited into the family division / family services revenue account. Under no circumstances shall funds be commingled with or revert to general county or city funds.

9.4 Fee Waivers

Each Circuit Court Jurisdictional Grantee shall provide litigants the opportunity to request a waiver of fees for any court-ordered or voluntary service provided through the court. The court may also offer a sliding scale arrangement to low income litigants, if they charge a fee. Even if a sliding scale fee is charged, however, the court must offer a complete fee waiver in appropriate cases.

9.4.1 Procedure and Forms

Circuit Court Jurisdictional Grantees shall provide any litigant who wishes to request a waiver of family services fees with a copy of the Motion for Family Services Fee Waiver, proposed Order, and accompanying Affidavit provided as an attachment in this part. The circuit court shall consider any such motion filed in light of the standards provided in Paragraph 5.2.2.

9.4.2 Definitions

In determining eligibility for fee waivers, please refer to the definitions below:

Income This refers to actual current annual total cash receipts **before taxes** of **all persons who**

are resident members of, and contribute to, the support of a family unit.

This INCLUDES:

- Wages and salaries before any deduction
- Income from self-employment after deductions for business or farm expenses
- Regular payments from public assistance, social security; unemployment and worker's compensation
- Strike benefits from union funds
- Veterans benefits
- Training stipends
- Alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household
- Public or private employee pensions
- Regular insurance or annuity payments
- Income from dividends, interest, rents, royalties or from estates and trusts

This DOES NOT INCLUDE:

- Money withdrawn from a bank
- Tax refunds
- Gifts
- Compensation and/or one-time insurance payments for injuries sustained
- Non-cash benefits
- Food or rent in lieu of wages

Family Size Refers to the number of **adults and children residing in the home** with the person requesting the fee waiver. It may also include children who do not reside with the person requesting the waiver, but for whom the person is currently paying support.

Factors to consider when determining "family size":

- living arrangements
- familial relationships
- legal responsibility
- financial responsibility or family unit definitions used by government benefits agencies

9.4.3 **Determination of Eligibility**

In making fee waiver determinations, please follow the guidelines below:

- a. Determine Income and Family Size and reference chart in Section 5.2.2 for waiver eligibility.
- b. A full fee waiver **must** be granted to those individuals whose income is below the threshold indicated, **UNLESS**
 1. The litigant has significant assets that can be readily drawn upon to pay for the services for which a fee waiver has been requested; OR
 2. The litigant has significant assets that suggest that they have access to the resources

necessary to pay the fee for which a waiver has been requested, even though those resources may not be reflected in their income statement. Significant assets in excess of a house and a car might warrant closer scrutiny.

- c. A full or partial fee waiver may be granted to an individual whose income is higher than the threshold indicated, if:
1. The court adopts guidelines that are more lenient than those indicated in the chart, and applies those guidelines to all litigants requesting fee waivers; OR
 2. The litigant demonstrates that they have extraordinary expenses that affect their ability to pay the fee. Factors which may be considered include:
 - Medical expenses
 - Fixed debts and obligations, including unpaid Federal, state and local taxes from prior years;
 - Child care, transportation and other expenses necessary for employment;
 - Expenses associated with age or physical infirmity of resident family members; and
 - Other significant factors related to financial inability to pay for services.

9.4.4 Minimum Standard for Fee Waivers

Circuit court grantees shall grant a complete waiver of family services fees to any litigant whose income is **equal to or less** than the amounts in the table below.

<u>Family Size</u>	<u>Annual Income</u>	<u>Monthly Income</u>	<u>Weekly Income</u>
1	\$22,873	\$1,906	\$440
2	\$29,910	\$2,493	\$575
3	\$36,948	\$3,079	\$711
4	\$43,986	\$3,666	\$846
5	\$51,024	\$4,252	\$981
6	\$58,062	\$4,838	\$1,117
7	\$59,381	\$4,948	\$1,142
8	\$60,701	\$5,058	\$1,167
9	\$62,020	\$5,168	\$1,193
10	\$63,340	\$5,278	\$1,218

“Family size” refers to the number of adults and children residing in the home with the person requesting the fee waiver. It may also include children who do not reside with the person requesting the waiver, but for whom the person is currently paying support.

The chart above is based on household income information contained in the Federal Register, February 28, 2006, Vol. 71, No. 39, which states that the median income for a Maryland family of four is \$87,972. The figures above reflect 50% of the median family income for the State of Maryland, and establish maximum income levels for client eligibility.

9.5 **Interest on Grant Funds**

Interest earned on unspent balances in the family division / family services revenue account may be credited to the family law revenue account upon agreement of the Circuit Court grantee and local government. If interest accrues on the account, the interest should be reflected in the grantee's quarterly report and plans for its expenditure should be included in the grantee's budget. In no instance should interest earned on grant funds be commingled with or revert to general county or city funds.

9.6 **CONTACT INFORMATION**

Unless otherwise indicated, all communications with the Administrative Office of the Courts, including the filing of applications, budget requests and quarterly reports should be directed to:

Pamela C. Ortiz, Esq.
Executive Director
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401
Phone: 410-260-1296
FAX: 410-974-5577

Forms Included as Attachments:

(Forms Subject to Modification by DFA)

- Adjusted budget form
- Mid-year Budget Modification Request Form
- Quarterly Report Form
- Family Services Fee Waiver Motion Form
- Family Services Fee Waiver Order Form
- Co-Parenting Education Statistical Reporting Form
- Self-Help Program Statistical Reporting Form

10. REQUIREMENTS FOR SPECIAL PROJECT GRANTS ONLY

The DFA may allocate funds each fiscal year to provide for Special Project Grants. These grants are intended to support special programs which are designed to enhance the experience of families and children involved with Maryland's legal system. Organizations interested in obtaining a Family Services Special Project Grant must submit the application included in this Section in response to the Notice of Funding Availability (NOFA). NOFAs will be distributed on or before April 15 of each year with applications due as defined in the NOFA. Funding will commence the fiscal year immediately following. For example, to request funding effective July 1, 2006, prospective grantees must submit their application by May 15, 2006. Applicants must submit ONE SIGNED ORIGINAL PLUS NINE (9) COPIES of the complete application by the due date.

10.1 ACKNOWLEDGMENT REQUIREMENT FOR SPECIAL PROJECT GRANTEEES

All Special Project Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with Family Division/ Family Services Grant Program funds shall contain the following statement: "This project is supported by a Special Project Grant from the Maryland Administrative Office of the Courts, Department of Family Administration."

The DFA requests notification from grantees of any events that occur as a result of DFA grant funds received

10.2 CONTACT INFORMATION

Unless otherwise indicated, all communications with the Administrative Office of the Courts, including the filing of applications, budget requests and quarterly reports should be directed to:

Althea R. Stewart Jones, Esq.
Deputy Director
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401
Phone: 410-260-1296
FAX: 410-974-5577

Forms Included as Attachments: (Forms Subject to Modification by DFA)

- Notice of Funding Availability Form
- Grant Application Form
- Adjusted budget form
- Mid-Year Budget Modification Request Form
- Quarterly Report Form

11. Requirements for TPR/PERMANENCY GRANTS Only

The DFA allocates funds each fiscal year to provide for Foster Care Court Improvement Project TPR/Permanency Grants. These grants are intended to support programs which are designed to promote permanency for children and families involved in Maryland's CINA and related TPR and adoption proceedings. Organizations interested in obtaining a TPR/Permanency Grant must submit the application included in this section in response to the Notice of Funding Availability (NOFA). NOFAs will be distributed on or before April 15 of each year with applications due as defined in the NOFA. Funding will commence the fiscal year immediately following. For example, to request funding effective July 1, 2006, prospective grantees must submit their applications by May 15, 2006. Applicants must submit ONE SIGNED ORIGINAL PLUS FOUR (4) COPIES of the complete application by the due date.

11.1 ACKNOWLEDGMENT REQUIREMENT FOR TPR/PERMANENCY GRANTEEES

All TPR/Permanency Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with FCCIP or Department of Family Administration Grant Program funds shall contain the following statement: "This project is supported by a Foster Care Court Improvement Project State Grant from the Maryland Administrative Office of the Courts, Department of Family Administration."

The FCCIP requests notification from grantees of any events that occur as a result of the grant funds received from the FCCIP.

11.2 CONTACT INFORMATION

Unless otherwise indicated, all communications with the DFA , including the filing of applications, budget requests and quarterly reports should be directed to:

Carolyn B. Ross, Esq.
Foster Care Court Improvement Project
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401
Phone: 410-260-1259
FAX: 410-974-5577

Forms Included as Attachments: (Forms Subject to Modification by FCCIP/DFA)

- Notice of Funding Availability Form
- Grant Application Form
- Adjusted budget form
- Mid-Year Budget Modification Request Form
- Quarterly Report Form

12. Requirements for CASA Grants Only

The DFA may allocate funds each fiscal year to provide for CASA Grants. These grants are intended to support programs which are designed to ensure that children are provided a CASA volunteer, as appropriate, to serve their individual needs and promote a safe, permanent placement, as timely as possible. Those interested in obtaining a CASA Grant must submit the application included in this section in response to the Notice of Funding Availability (NOFA). NOFAs will be distributed on or before April 15 of each year with applications due as defined in the NOFA. Funding will commence the fiscal year immediately following. For example, to request funding effective July 1, 2006, prospective grantees must submit their applications by May 15, 2006. Applicants must submit ONE SIGNED ORIGINAL PLUS NINE (9) COPIES of the complete application by the due date.

NOTE: CASA applicants may only apply for grants under this category.

12.1 ACKNOWLEDGMENT REQUIREMENT FOR CASA GRANTEES

Any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with DFA Grant Program funds shall contain the following statement: "This project is supported by a Grant from the Maryland Administrative Office of the Courts, Department of Family Administration."

The DFA requests notification from grantees of any events that occur as a result of the grant funds received from the Department.

12.2 CONTACT INFORMATION

Unless otherwise indicated, all communications with the DFA, including the filing of applications, budget requests and quarterly reports, should be directed to:

Althea R. Stewart Jones, Esq.
Deputy Director
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401
Phone: 410-260-1296
FAX: 410-974-5577

Forms Included as Attachments: (Forms Subject to Modification by DFA)

- Notice of Funding Availability Form
- Grant Application Form
- Adjusted budget form
- Mid-Year Budget Modification Request Form
- Quarterly Report Form

ADMINISTRATIVE OFFICE OF THE COURTS

Foster Care Court Improvement Project (FCCIP) Department Of Family Administration

NOTICE OF FUNDING AVAILABILITY (NOFA) TPR/Permanency Grants FY 2007

The Foster Care Court Improvement Project announces the availability of funds to support programs and/or projects designed to assist the courts and other stakeholders in processing *CINA* and related *TPR and Adoption* cases, and facilitate the elimination of barriers to timely permanency for Maryland's children.

The Maryland Judiciary received State funding to further the initiatives outlined in the 2001 *TPR Plan of Action Report*. Priority for funding will be given to those programs that have a demonstrated need of start-up or maintenance funds and have limited outside funding sources. (*Examples of previously funded programs include: Court ADR CINA/TPR programs; a CINA/TPR Paternity Lab; funding for paternity testing; Court Education Liaison to work between the Court, DSS, and Board of Education; CINA Drug Court Programs and a Children's Courtroom Project, etc.*). Funds are also offered to assist existing programs seeking stabilization. Previously funded programs and/or projects by the FCCIP must have submitted timely expense reports and proof of progress towards project goals prior to this grant's submission deadline to be eligible to apply for additional funding from the FCCIP.

Funding Categories:

The FCCIP is looking to fund programs and/or projects under the following categories:

- A. **General** -Funds under this category are designed to assist programs and/or projects focusing on early determination and location of parents, Service of Process, Paternity Testing, and Alternative Dispute Resolution.
- B. **Permanency Planning Project Grants (PPPG)**- PPPG funds are for demonstration programs and/or projects that are designed to eliminate barriers that prevent the timely permanent placement of children. An example under this category is the *National Council of Juvenile and Family Court Judges' Victims Model Court* program.

Requirements:

Programs interested in submitting a request for funding must complete an application and designate the grant category or categories of

interest. Programs are encouraged to demonstrate their efforts at sustaining program operations through identification of goals, outcomes, and additional funding resources. If two or more counties wish to apply for funding for multi-county projects, those projects should submit a single application and designate one contact person. Programs that are not submitted by the court must include a letter of support from the court and demonstrate collaboration with the court in the jurisdiction where services are to be provided. Additionally, programs must follow local procurement policy and practices in expending grant funds.

Available Funds:

Grant amounts will be contingent on the range and content of program proposals. The project period is from July 1, 2006 through June 30, 2007. If awarded, programs will be required to submit quarterly progress reports on set dates to be announced. Progress report formats will be supplied by FCCIP to grant recipients

NOTE: In applying for TPR/Permanency Grant funds, applicants agree to abide by the Fiscal Year 2007 Grant Guidelines. Applications are due on or before 5:00 p.m. on Monday, May 15, 2006. and should be directed to:

*Carolyn B. Ross, Esq.
Foster Care Court Improvement Project
Administrative Office of the Courts
580 Taylor Avenue, 2nd Floor
Annapolis, Maryland 21401
carolyn.ross@courts.state.md.us.*

Applicants must submit one original and four (4) copies of the proposal. Faxed or e-mailed copies of the application will not be accepted.

Technical Assistance

An informational session will be provided to anyone seeking additional information regarding the application process. The informational session has been scheduled for **Friday, April 28, 2006 between the hours of 1:00 p.m. - 3:00 p.m.** and will be held at the Judiciary Training Center located at 2009D Commerce Park Drive in Annapolis, Maryland. Directions for the Judiciary Training Center are enclosed. *Attendance at the informational session is not mandatory* and is offered only as a supplement to the information included within this NOFA and the accompanying application. Please contact Lynette Smothers at 410-260-1427 to notify us if you plan to attend the session.

Applications and Grant Guidelines can be found at:
www.courts.state.md.us/family/fccip or by calling Carolyn Ross at (410) 260-1259.

FOSTER CARE COURT IMPROVEMENT PROJECT
Department of Family Administration
TPR/PERMANENCY GRANT APPLICATION
Fiscal Year 2007

NOTE: In applying for TPR/Permanency Grant funds, applicants agree to abide by the Fiscal Year 2007 Grant Guidelines

I. Program Name & Contact Information

Identify the individual responsible for administering the grant funds and submitting the expenditure reports. Please include address, phone, facsimile, email information and the program's federal tax identification number.

II. Program Goal

Identify and articulate a statement to summarize the goal of the program.

III. Program Summary

Identify and articulate a description of the program for which you are requesting funds please include a detailed management plan and project staff, measurable objectives, tasks, and timeline.

IV. Statement of Need

Demonstrate the need for the program for which you are applying based upon data available regarding the population served. Please submit a detailed budget outline of how the funds will be utilized.

VI. Outcomes

Identify the specific outcome(s) that will be obtained over the grant period. Along with global outcomes for the program, please identify any specific products that will be produced.

V. Community Collaborations

Please describe, in detail, what collaborations within the community the program will participate in (example: community education to the public, etc.).

VI. Resources to support the program

Please identify all resources that are currently supporting the program and/or any funding sources that will be sought to partially support the program in the future.

VII. Proposed Budget

Please complete attached proposed budget form and submit with the application.

PROPOSED BUDGET FY2007

TPR/Permanency Grant

GRANT APPLICANT: _____

PROJECT: _____

Please complete the table below to indicate your proposed project budget for FY2007. This budget should reflect how you expect to spend the amount requested in the FY2007 TPR/Permanency Grant Award application.

Please return this form with your grant application.

<i>Description</i>	<i>TPR/Permanency Grant Annual Expenditures</i> <i>A</i>	<i>TPR/Permanency Grant One-Time Costs</i> <i>B</i>	<i>Total TPR/Permanency Grant Expenses [A + B]</i> <i>C</i>	<i>Contributions from Other Sources</i> <i>D</i>	<i>TOTAL Program Costs [C + D]</i> <i>E</i>
OPERATIONAL EXPENSES					
<i>Personnel (list positions & itemize salary/fringe for each):</i> 1. 2. 3. 4.					
<i>Contracts/Consultants (list each separately):</i> 1. 2. 3.					
<i>Equipment/Software (list each separately):</i> 1. 2. 3.					
<i>Printing/Photocopying</i>					
<i>Supplies</i>					
<i>Travel</i>					
<i>Other Direct Costs (specify):</i> 1. 2. 3. 4.					
<i>Indirect Costs/Administrative</i>					
TOTALS:					

SUBMITTED BY:

Name and Title

Date

APPROVED:

Tracy Watkins-Tribbitt, Dir., FCCIP

Date

ADJUSTED BUDGET FY2007

Grant No.: FCCIPG07-

TPR/Permanency Grantees

GRANTEE: _____

GRANT PROJECT: _____

Please complete the table below to indicate your proposed adjusted project budget for FY2007. This budget should reflect how you expect to spend your FY2007 TPR/Permanency Grant Award. It will be signed and a copy returned to you upon approval. **Grant funds must be expended in accordance with the signed adjusted budget.**

Please return this form no later than June 15, 2006 to:

Carolyn Ross, Esq.
Foster Care Court Improvement Project
Department of Family Administration
Administrative Office of the Courts
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21620
FAX: 410-974-5577

<i>Description</i>	<i>TPR/Permanency Grant Annual Expenditures</i>	<i>TPR/Permanency Grant One-Time Costs</i>	<i>Total TPR/Permanency Grant Expenses [A + B]</i>	<i>Contributions from Other Sources</i>	<i>TOTAL Program Costs [C + D]</i>
	A	B	C	D	E
OPERATIONAL EXPENSES					
<i>Personnel (list positions & itemize salary/fringe for each):</i> 1. 2. 3. 4.					
<i>Contracts/Consultants (list each separately):</i> 1. 2. 3.					
<i>Equipment/Software (list each separately):</i> 1. 2. 3.					
<i>Printing/Photocopying</i>					
<i>Supplies</i>					
<i>Travel</i>					
<i>Other Direct Costs (specify):</i> 1. 2. 3. 4.					
<i>Indirect Costs/Administrative</i>					
TOTALS:					

SUBMITTED BY: _____

APPROVED: _____

Name and Title

Date

Tracy Watkins-Tribbitt, Dir., FCCIP

Date

TPR/PERMANENCY GRANT MID-YEAR BUDGET MODIFICATION REQUEST FORM

Jurisdiction:

Fiscal Year:

Date Submitted: _____

Please use this form to request any Mid-Year Budget Modifications for your Special Project Grant. Please submit the completed form to:

*Tracy Watkins-Tribbitt, Director
Foster Care Court Improvement Project
Department of Family Administration
Administrative Office of the Courts
Maryland Judicial Center
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401
Phone: 410-260-1272
FAX: 410-974-5577*

This Mid-Year Budget Modification Request Form has been prepared and submitted by:

Name (printed)

Title

Signature

Date

MODIFICATION APPROVED:

*Tracy Watkins-Tribbitt, Director Date
Foster Care Court Improvement Project*

REASON FOR BUDGET MODIFICATION. *Please detail below the reasons you are requesting a budget modification. If you are adding or changing any positions, please list those positions and explain the change. Please highlight whether the changes requested are for one-time expenditures or whether they will become regular items annual program costs. [PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY].*

Description	CURRENT BUDGET	REQUESTED BUDGET	CHANGE REQUESTED (+/-)
OPERATIONAL EXPENSES Personnel (list positions & itemize salary/fringe for each): 1. 2. 3. 4.			
Contracts/Consultants (list each separately): 1. 2. 3.			
Equipment/Software (list each separately): 1. 2. 3.			
Printing/Photocopying			
Supplies			
Travel			
Other Direct Costs (specify): 1. 2. 3. 4.			
Indirect Costs/Administrative			
TOTALS:			

FOSTER CARE COURT IMPROVEMENT PROJECT TPR/PERMANENCY GRANT QUARTERLY REPORT

*Please use this form to report on the services or program your organization provided with funding from the Foster Care Court Improvement Project TPR/Permanency Grant. If your program requires reporting of statistical data, please attach the required report form.***
[Specific programs that we have statistical reporting forms for, e.g., ADR pgrms., will receive these forms upon award and instructions for their completion]*

Quarter: 1st _____ 2nd _____ 3RD _____ 4TH _____

Grant No.: _____

Grant Recipient/Program Title _____

Fiscal Year: _____

Program Contact Name(s): _____ **Email:** _____

Phone Number: _____ **Fax Number:** _____

Program Report Period From _____ **to** _____

Grant Amount Received this Period : _____

Current Total Grant Balance as of Report Date: _____

Expenditure Categories	Report Period Expenditure	Year-to-Date Expenditure	Explanation of Expenses <i>i.e. justification/explanation for each line item</i>
Operational- <i>i.e. Contractual services cost, in-house cost, etc.</i>			
Communication <i>—i.e. Postage, advertisement, printing, etc.</i>			
Supplies & Materials- <i>i.e. Office Supplies, printing, etc.</i>			
Other Direct Cost – <i>Please Specify</i>			
Total:			

1. *Please describe below the nature of the project funded by this grant and the types of services provided if applicable. Attach additional sheets if necessary.*

2. *Please provide a narrative of the progress towards the project's overall goals. Attach additional sheets if necessary.*

3. *Is this project being supported in part by other funding sources? If yes, please list funding sources below and describe which aspects of the project were provided through that additional funding. Attach additional sheets if necessary.*

Additional comments and/or concerns:

Report Prepared by:

Name & Title _____

Date _____

Grant ID No.
FCCIP _____

FOSTER CARE COURT IMPROVEMENT PROJECT ADR PROGRAM STATISTICAL REPORT

Please enter the Grant ID No. in the top righthand corner. Submission of this form is required in conjunction with the quarterly expenditure report for all ADR programs funded by the FCCIP Grant.

Grant Recipient/Program Title _____

Program Contact Name(s): _____ **Email:** _____

Phone Number: _____ **Fax Number:** _____

Program Report Period From _____ **to** _____

PART I. Point of Referral, Initiation, and Total Number of Cases Referred

	Report Period	Year to Date
Point at which the cases were referred to ADR service:		
No. of cases at shelter care hearing		
No. of cases at adjudication/disposition		
No. of cases at permanency planning		
No. of cases at review		
No. of cases at TPR		
How referral for ADR services was initiated:		
No. by Judge or Master		
No. by Attorney for Child		
No. by Attorney for DSS		
No. by Attorney for Parent		
No. by Social Worker		
Other:		
Total No. of Cases Referred to ADR Services:		

PART II. PROGRAM OUTCOMES

As a result of ADR Services:	Report Period	Year to Date
No. of partial agreements		
No. of full agreements		
No. of cases where barriers to permanency were resolved		

No. of cases where visitation issues were resolved		
No. of cases where removal of child was avoided		
No. of cases that resulted in consents for adoptions		
No. of cases where TPR hearings were necessary		
No. of cases where after referral, ADR was deemed not appropriate		

What is the average length of time for mediation sessions? _____

Additional comments and/or concerns:

Report Prepared by:

Name & Title _____

Date _____

Grant ID No.
FCCIP _____

**FOSTER CARE COURT IMPROVEMENT PROJECT
DEPENDENCY DRUG COURT PROGRAM STATISTICS REPORT**

Grant Recipient/Program Title _____

Program Contact Name(s): _____ **Email:** _____

Phone Number: _____ **Fax Number:** _____

Program Report Period From _____ **to** _____

PART I. Point of Referral, Initiation, and Total Number of Cases Referred

	Report Period	Year to Date
At what point, was the case referred:		
No. of cases at shelter care hearing		
No. of cases at adjudication/disposition		
No. of cases at permanency planning		
No. of cases at review		
How was referral initiated:		
No. by Judge or Master		
No. by Attorney for Child		
No. by Attorney for DSS		
No. by Attorney for Parent		
No. by Social Worker		
Other:		
Total No. of Cases Referred to Dependency Drug Court Program:		

PART II. Outcomes

As a result of the Dependency Drug Court Program:	Report Period	Year to Date
Number of cases where barriers to permanency were resolved		
Number of cases where after referral, the Drug Court Program was deemed not appropriate		

PART III. ADDITIONAL PROGRAM QUESTIONS

Please complete this section for the first quarter report any other quarter in which changes warrant reporting. Attach additional sheets as necessary.

1. **What does the program process entail / were any changes made to the process this quarter?**

2. **What is the average length of time for completion of the program / has the average length of time for completion of the program changed this quarter?**

3. **What are the eligibility criteria for the dependency drug court program / have the eligibility criteria changed this quarter?**

4. **How frequent is judicial interaction with each participant / has the frequency of interaction improved or deteriorated this quarter?**

5. **What incentives encourage compliance with the program and how does the program respond to clients not in full compliance or fully participating / have any changes occurred with respect to incentives and/or response to non-compliant participants?**

Report Prepared by: _____
(Signature)

Name & Title: _____

Date: _____

Grant ID No.
FCCIP _____

**FOSTER CARE COURT IMPROVEMENT PROJECT
PATERNITY LAB PROGRAM STATISTICS REPORT**

Please enter the Grant ID No. in the top righthand corner. Submission of this form is required in conjunction with the quarterly expenditure report for all paternity lab programs funded by the FCCIP Grant.

Grant Recipient/Program Title _____

Program Contact Name(s): _____ **Email:** _____

Phone Number: _____ **Fax Number:** _____

Program Report Period From _____ **to** _____

Part I. Referrals

At what point was the case referred to paternity lab?	Report Period	Year to Date
No. of cases at shelter care hearing		
No. of cases at adjudication/disposition		
No. of cases at permanency planning		
No. of cases at review		
No. of cases at TPR		
Total No. of case referred to the paternity lab:		

Part II. Samples Collected

How many samples were collected?	Report Period	Year to Date
No. of Mother samples		
No. of Child samples		
No. of Father samples		
Total Number of samples collected:		

Part IV. Outcomes and Families Served

Of the total number of cases:	Report Period	Year to Date
How many fathers were ruled out?		
How many fathers were ruled in / identified?		

Of the cases where the father was identified:	Report Period	Year to Date
How many of the children were placed with father?		
How many of the children were placed with paternal relatives?		
How many families were served?		
Mother, child, and father cases:		
Father and child cases:		
Total Number of Families Served:		

Additional comments and/or concerns:

Report Prepared by:

Name & Title _____

Date _____

Grant ID No.
FCCIP _____

**FOSTER CARE COURT IMPROVEMENT PROJECT
SERVICE OF PROCESS PROGRAM STATISTICS REPORT**

Please use this form to report on program statistics for Service of Process related programs funded by the FCCIP Grant. Please fill out all portion(s) applicable to your program.

Grant Recipient/Program Title _____

Program Contact Name(s): _____ **Email:** _____

Phone Number: _____ **Fax Number:** _____

Program Report Period From _____ **to** _____

In how many cases was service of process attempted on:	Report Period	Year to Date
Father:		
Mother:		
What is the number of unsuccessful service attempts?		
In how many cases was publication necessary?		
On average, how many attempts are made to effectuate service?		

1. What is the average cost of service of process?

2. What is the typical method of service of process?

Additional comments and/or concerns:

Report Prepared by:
Name & Title _____
Date: _____